

Continental Breakfast – 8:30 AM

I. Board Retreat Agenda	Information/Action/Presenter
1. CALL TO ORDER	9:00 AM
2. WELCOME, INTRODUCTIONS, ICE BREAKER Facilitator: Felis Peralta, ED, Puget Sound Educational Service District	Information
3. 2021-2022 BOARD SELF-EVALUATION	Information
4. THE ROLE OF THE TRUSTEE	Information
5. <i>Break</i>	
6. STRATEGIC PLAN DISCUSSION	Information
7. <i>Lunch</i>	
8. ANNUAL GOAL SETTING	Information
9. TRAINING: Open Public Meetings Act, Public Records Facilitator: John Clark, Assistant Attorney General	Information
10. <i>Break</i>	
II. Regular Board Meeting Agenda	Information/Action/Presenter
1. CALL TO ORDER	3:00 P.M.
A. Notation of Quorum	
B. RTC Land Acknowledgement	
2. ADOPTION OF MINUTES	ACTION
A. June 15, 2022 – Regular Meeting	
3. COMMUNICATIONS	Information
A. General Information/Introductions	
B. Correspondence	
C. Public Comments from the Audience	
D. Associated Student Government	
E. Renton Federation of Teachers	
F. Written Communication Reports	
4. ACTION ITEMS	
A. Project Scope and Program Reduction Approval: Allied Health Sciences Center	
B. Draw Request Approval: Innovation Fund, FY 2022-2023	

5. DISCUSSION/REPORTS

- A. Budget Update
- B. President's Report

Information
Vice President Jackson
Dr. Harden

6. BOARD of TRUSTEES

- A. Trustee Tuesday, September 13, 2022
- B. Transforming Lives Committee Selection
- C. Board Liaison- Open Positions
 - 1. Primary and Secondary, Legislative Action Committee (LAC)
 - 2. RTC Advisory Council Liaison
 - 3. RTC Foundation Liaison
- D. Trustee Recruitment
- E. Annual Board Meeting Schedule 2023- Draft
- F. Board Meeting Survey

Information
Information

Dr. Yoshiko Harden
First Review
Board Members

7. MEETINGS

- A. Regular Board Meeting – October 19, 2022

Information

8. ADJOURNMENT

ACTION

EVENT REMINDERS

ACCT Leadership Congress | Oct. 26-29, 2022 · Marriott Marquis · NY, NY
ACT Legislative Action Committee Retreat · Nov. 17, 2022 · Hilton · Seatac, WA
ACT Fall Conference · Nov. 18, 2022 · Hilton · Seatac, WA
ACT New Trustee Orientation · Jan 23, 2023 · Olympia Hotel · Olympia, WA
ACT Transforming Lives Award Dinner · Jan 23, 2023 · Olympia Hotel · Olympia, WA

Renton Technical College
Board of Trustees Meeting
September 21, 2022

AGENDA ITEM: **1. CALL TO ORDER**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

The Board Chair will carry out the Notation of Quorum, call the meeting to order.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
September 21, 2022

AGENDA ITEM: 2. ADOPTION OF MINUTES

SUBJECT:

BOARD CONSIDERATION	
	Information
X	ACTION

BACKGROUND:

The following meeting minutes are attached for approval by the Board of Trustees.

- A.** June 15, 2022 Regular Meeting

RECOMMENDATION:

Approval as presented.

MEETING MINUTES

1. CALL TO ORDER

Board Chair Kirby Unti called the meeting to order at 3:08 p.m. Notation of quorum was made. Board Chair Unti read the RTC Land Acknowledgment and recognized Pride Month occurring in the month of June.

2. ADOPTION OF MINUTES

Board Chair Unti asked for correction and/or additions to the following minutes:

A. May 18, 2022 Regular Meeting

Trustee Page made a motion to approve the minutes for the regular meeting held on May 18, 2022. Trustee Wheeler-James seconded and the motion carried.

3. ACTION ITEM

Tenure Advancement

1) Tenure Advancement

Tenure advancement was deferred to a Special Board Meeting to be scheduled prior to June 24, 2022.

2) Second to Third Year Advancement

After considering the recommendation of the tenure review committee and all other recommendations, Trustee Takamura moved that Ren Tarvin and Di Zhang be promoted from second to third year status. Trustee Entenman seconded and the motion carried.

3) First to Second Year Advancement

After considering the recommendation of the tenure review committee and all other recommendations, Trustee Page moved that Cecilia Xing, and Mary-Kate Durette-Piccirillo be promoted from first to second year status. Trustee Takamura seconded and the motion carried.

Trustee Entenman said that she is always excited for the tenure advancements and also for those who are reflective of the community RTC serves. Diversity, Equity and Inclusion (DEI) is embedded in all that RTC does and exemplified in the tenure process and it is an honor for Trustee Entenman to be on the RTC Board of Trustees because of this.

Chair Unti congratulated the tenure candidates on their advancement and shared his appreciation for the incredible faculty at RTC.

4. COMMUNICATIONS

A. Written Communication Reports

Board Chair Unti thanked all for their reports and noted that due to late receipt of the communication reports they could not be reviewed prior to the start of the board meeting.

B. General Information/Introductions – There were no information or introductions.

C. Correspondence was included in the Communications and Marketing report.

D. Associated Student Government

Director of Student Leadership and Programs, Walter Lutsch reported on changes to the bylaws from Associated Student Government (ASG) and provided copies for trustees to review. The most significant change was the addition of specified job descriptions within ASG; instead of 8 positions, all with the same job descriptions, now 7 have been specialized. The requirement to obtain 2 faculty letters of recommendation has been removed and the Grade Point Average (GPA) requirement has been lowered allowing more students to serve on ASG.

Chair Unti thanked Director Lutsch for his leadership and the ASG for provided such a strong presence on campus.

- E. Public Comments from The Audience
Per welding instructor, Elisa Stuart, the welding department received a large donation of tools and equipment from a member of the Seattle community, Lawrence Edwards, who recently died. The family of Mr. Edwards made the donation to RTC because of the college's value of continuing education and its focus on the community.
- F. Renton Federation of Teachers
RFT President Donna Maher reported that faculty are looking forward to commencement next week. She also reported that RFT is collaborating with Executive Director of IT, Jay Mayer, on a faculty survey of instructional needs for classrooms that also includes questions addressing faculty's safety concerns. President Maher requested that enrollment marketing campaigns be shared with faculty so they could reinforce the messaging more broadly as RFT is still concerned about low enrollment and wants to help increase it as possible. On behalf of RFT, President Maher thanked Dr. McCarthy for his leadership, hard work and dedication to RTC, noting that he will be missed. Lastly, President Maher thanked trustees for listening to RFT's concerns and she looks forward to future collaborations with RTC administration.

Board Chair Unti thanked President Maher for her input and partnering on fall enrollment efforts.

5. ACTION ITEMS

A. AFT Contract 2022-2025 Approval

VP Hogan presented a summary of contract changes to trustees, explaining details while referencing the contract. VP Hogan expressed her appreciation for strong collaboration with the bargaining teams and all RTC staff who supported and assisted with contract changes. VP Hogan noted that typos and gender associated pronouns will be amended from the current track change document presented to trustees.

Trustee Entenman expressed a concern regarding moving staff hired to fulfill a specific position (e.g., custodian or food service worker) into a compensated interpreter position. Trustee Entenman's concern was centered on liability the college may face if translations are inaccurate and not done by a certified or licensed translator. VP Hogan said that interpreter services is an ongoing conversation and that a full scope interpreter service could be contracted at a later date. Dr. McCarthy also noted that the push for translation assistance comes from an immediate student need.

Trustee Wheeler-James moved to approve the AFT 2022 to 2025 contract as presented.

Trustee Page seconded and the motion carried.

Chair Unti congratulated RTC on the new contract and the countless hours and effort that went into making the changes. Trustee Wheeler James thanked everyone for the new language additions regarding gender and gender pronouns and noted that the long-time and ongoing efforts to complete this on all labor contracts.

B. WFSE 2022-2025 Contract Approval

VP Hogan presented the summary of changes to trustees, explaining each change in detail while referencing the contract and recognized WFSE, Labor Representative, Jason Holland who can also answer questions on the new contract. VP Hogan thanked the bargaining team and the administrative support team on the management side.

Trustee Wheeler-James moved to approve the WFSE 2022 to 2025 contract as presented.

Trustee Page seconded and the motion carried.

Chair Unti thanked VP Hogan for the spirit she brings to negotiations and noted that tone is important as it builds a culture.

The motion as stated by Trustee Wheeler-James carried.

C. Board Policy Revisions

i. Section 2 (EL-4), Board Reserves

Dr. McCarthy presented the changes to the Trustees, explaining them in detail while referring to the policy. Trustee Page explained that the changes allow the college to balance the budget and that this change is for the strength and longevity of the institution. Trustee Page also noted that the changes place onus onto Trustees to carefully review the budget. Trustees also noted that the policy required some additional formatting and finessing to align the entire policy.

Trustee Page moved to approve modifications to Board Policy, Section 2 EL-4, Financial Conditions and Activities, including the policy alignment changes noted by trustees in the meeting. Trustee Entenman seconded and the motion carried.

ii. Section 4, Board and President Relationship

Trustee Wheeler-James found this policy section very helpful to understand the roles and responsibilities of the president and trustees.

Trustee Wheeler-James moved to approve Board Policy, Section 4, Board and President Relationship, with no changes and as presented. Page seconded and the motion carried.

Dr. McCarthy stated that with this policy approval completed, all board policies have now been reviewed and the cycle of policy review may be restarted in the fall of 2022.

D. FY23 College Budget Approval

VP Jackson introduced the FY23 Budget and framed his budget presentation by explaining the submission, flow, prioritization and budget creation process. He thanked his administrative budget team, all the Deans and all the budget managers for their help as he could not have done this work without them. VP Jackson noted that this budget reflects a deliberate investment in staff, last done in 2018. VP Jackson stated that national and state trends project enrollment to recede in the years ahead, so strategic student services investments have been made to increase recruitment in underserved communities and for transitioning CCP students to additional programs. Trustee Page asked if all colleges budgets looked similar to RTC's budget and Dr. McCarthy responded that there are areas in other college's budgets that look very similar and they should be public record. Per Dr. McCarthy, the level of detail that VP Jackson is sharing today is abbreviated, but the full line item budget will be posted to the web for all to review. VP Jackson stated that the differences you will see in other colleges' budgets is the amount of state support, which technical colleges feel greatly, because RTC and technical colleges are not allowed to offer a transfer degree and have limited students who may want to transfer to a 4-year college, or accept international students who may want to start at a community college and then go to a 4-year college. VP Jackson also noted that reserve policies are different among the colleges.

Trustee Wheeler- James moved to approve the FY23 college budget as presented, seconded by Trustee Entenman.

Trustee Takamura stated that she has been impressed with the particular strategy in the formation of this budget and said that it is a clear and conscious effort to aid in the college's growth and development. Dr. McCarthy agreed and noted that healthy budgets allow for strategies and investments to help the college thrive and continue to build intentional budgets. Chair Unit noted that this could not come at a better time as many colleges are losing ground now.

The motion as stated by Trustee Wheeler-James carried.

Chair Unti thanked VPA Jackson for his work on the budget and the work of his team.

6. DISCUSSION/REPORTS

A. Administrative/Finance

**Board of Trustees – Regular Board Meeting
June 15, 2022**

- i. Monthly Finance Reports - Vice President Jackson shared the financial information through the month ending April 2022.
- Revenues are up 13.6M due to the Scott-Jewett gift and lost HEERF revenue claimed.
 - Tuition and fees are up approx. \$785k compared to April 2021. Food services is approx. \$659K lower than prior to the pandemic for the same time period.
 - Expenses are \$2.7M more for April 2022 compared to April 2021.
 - \$566K more financial aid has been distributed this year compared to this time last year.
 - Salaries/benefits are lower than budgeted and also \$1.8M more than this time last year.
 - Total cash and College reserves, minus the Scott/Jewitt donation, were approx. \$19.2M.
 - The final HEERF report was submitted to the Department of Education in May.
 - Enrollment - Registration for summer/fall quarter has begun. Summer is at approx. 78 percent compared to summer 2021 and 70 percent compared to summers 202. Fall quarter is currently at 98 percent compared to last year.

Chair Unti thanked VPA Jackson for this work and noted that this is the final report for the fiscal year ending June 30, 2022.

B. President's Report

Dr. McCarthy provided his final presidential report, covering the high spots throughout the years and this past month.

Collaborative Relationships – Dr. McCarthy explained that his presidential goal of building collaborative relationships was developed to deepen trust at the college and it has been a good touchstone throughout his time at RTC. Dr. McCarthy thanked AFT President Donna Maher and appreciates their shared service at the college. The new labor contracts are another great example of what can be accomplished together. Dr. McCarthy thanked VP Hogan, her team and the WFSE and AFT teams for their work. The compensation packages in the budget are well deserved and long in coming since faculty received a similar package in 2018. CtcLink is now moving from implementation to learning and development and the use of CtcLink is not evenly spread across the college, with some using it more, others less. All colleges face these system learnings and RTC must continue to work on it and understand it challenging for all to do this work. Dr. McCarthy thanked CTS Executive Director, Jay Mayer and AFT President, Donna Maher for working together to develop a space and connectivity survey with connectivity being an issue that all of us face and to which the FY23 budget should help bring some improvements. Another important collaborative relationship is the one that is shared with the Foundation and the college's Accounting Services in the development and finalization of the Quid Pro Quo Agreement. This has been challenging to complete due to staff turn-over, but it is being pulled together this week with some solves. Dr. McCarthy noted that this collaborative relationship piece is what really makes RTC special since it is perfectly sized to build strong relationships, while being big enough to bring vibrancy. Dr. McCarthy reported that he did his last blood draw this week and spoke with an MA student yesterday. She will finish her education and go on to learn and earn more which Dr. McCarthy learned from speaking with her during his blood draw. Dr. McCarthy urges all RTC staff and faculty to connect with someone unknown to us every day, and especially students. Students see everyone at the college in positions of authority and we must all remember that we have much more power than we think and if we can empower and recognize students, this will be a draw to RTC. This dynamic can also crumble easily if it is not grown and developed.

Equity – RTC received and award from National Institute for Staff and Organizational Development (NISOD), which recognized RTC as one most promising to work in 2022. RTC was one of only 24 colleges nationwide to receive this award. Dr. McCarthy thanked the entire HR Team for establishing wonderful and inclusive hiring policies and processes, which helped make this award possible. 2 candidates will be interviewed this week for the Executive Director of Diversity Equity

and Inclusion (DEI). The DEI Council held their final meeting of the academic year this week. Per Dr. McCarthy, this group and their subgroups have been working on the DEI strategic plan to ensure RTC complies with Senate bills 5227 and 5194. The faculty conversions are now almost complete with 4 out of 5 faculty now hired from minoritized populations.

Succession Planning –VP Jackson, Dr. McCarthy and incoming President, Dr. Yoshiko Harden met recently to review and discuss the FY23 budget for the year ahead. Dr. McCarthy expressed his thanks to the Trustees for the consideration of the July 1 overlap of two Presidents, himself and Dr. Harden, in service at the college. Cabinet and Dr. McCarthy have been planning for Dr. Harden’s start at RTC by organizing onboarding, meetings, tours and space use. Dr. McCarthy recognized the establishment of the college’s first Executive Director of DEI, a milestone of the continuing DEI efforts at RTC.

Finance – Dr. McCarthy expressed his thanks to VP Jackson for his constant improvements to the college’s budget process. Dr. McCarthy is thankful for the college’s good financial health which is the product of much collaboration and the Scott-Jewett funds are an added compliment. Dr. McCarthy stated that while the Scott-Jewett funds are unrestricted, the gift was bestowed because of RTC’s demonstrated commitment to equitably serving a diverse population. He and Cabinet are looking at funding options which support RTC’s mission while generating revenue and avoiding use of funds to support unsuccessful strategies and practices. Dr. McCarthy reported that Scott-Jewett fund use will be data informed and also data accountable to the greatest extent possible with the aim of serving the RTC communities to an even more deeply. A padlet was distributed to the RTC community to gather options for spending and discussion with Cabinet and the RTC Foundation are ongoing. Some spending options include partnering with the RTC Foundation to increase funds for the Bridge grant program; building IT infrastructure, purchasing a Customer Relationship Management system (CRM), and funding Institutional Research positions to enable a greater array of data-driven decision-making at the college; funding a multicultural center at RTC, translation services and greater DEI resources; supporting capacity development of the Foundation; purchasing some new furniture to modernize the college and attract more students; and increasing funding for I-Best like instruction which has a proven success rate. Dr. McCarthy posed the question to the Board of Trustees asking what they would like from him to frame funding options and ideas for the incoming president, Dr. Yoshiko Harden.

And lastly, Dr. McCarthy declared that serving at the President of RTC was a dream job and that it has been an honor to serve in this role.

Chair Unti reaffirmed the love all the trustees have for Dr. McCarthy and the deep relationship trustees have had with him during his service to the college. Chair Unti recognized that Dr. McCarthy’s heart and intellect are equal, which is a rare and amazing quality. Chair Unti also recognized Dr. McCarthy for setting a strong course for RTC’s DEI work and the path to accelerate this work after he departs the college. Chair Unti and the trustees offered well wishes for Dr. McCarthy and his family in Utah. Chair Unti also expressed his thanks to Foundation Director Shaw regarding the relationship between the college and the Foundation because the work, collaboration and leadership that Director Shaw brings has been a gift and it is truly remarkable.

7. BOARD OF TRUSTEES

A. Recognition of Service for Trustee Page

Chair Unit presented and read a resolution on behalf of all Trustees, recognizing Trustee Tyler Page for his service at the college and on the RTC Board of Trustees.

Trustee Page thanked trustees for this resolution and recognized President McCarthy for his service at the college. Trustee Page was on the board and helped select Dr. McCarthy and it was the smartest thing he ever did based on the tremendous work Dr. McCarthy has done for the college, and for Trustee Page, it has been a huge gift to be a part of that.

**Board of Trustees – Regular Board Meeting
June 15, 2022**

Trustee Page offered 2 additional thoughts upon his departure from the board:

- On July 1, it will be wonderful to have new trustees join the board and he urged current board members to be generous with their time and be the kind of trustees this college needs and be devoted to the community. Trustee Page stated that being a trustee takes time and it means taking part in as many activities as possible, and also taking advantage of what's accomplished at ACT and ACCT. New trustees will look to longer term trustees as to what they should be doing and current members have an opportunity to be amazing role models.
- Trustee Page also said that with a new president there is a marvelous opportunity to build a bridge to the future. He urged trustees to actively help the new president to be bold, wise and provide time to get things done, but be measured in what can be accomplished.

Trustee Page stated that he will continue to support the college in a new role as the opportunity arises, thanked everyone and also offered good sentiments about all that has been accomplished at the college.

B. ACT Spring Conference Report, May 19 & 20, 2022

Chair Unti reported on the ACT Spring Conference, noting that the best part was the students Transformed Lives. The keynote speaker was Erin Jones who is very passionate and has a heart for students. Dr. Warren Brown was also in attendance. And Chair Unit stated that there was an appropriately challenging anti-racist panel addressing the question, 'What does it take to build an anti-racist institution?', to trustees as they all struggle with bundling more inclusive environments.

C. Trustee Tuesday, June 14, 2022

Dr. McCarthy reported that the Trustee Tuesday addressed presidential searches and there is a new RCW going into effect January 1, 2023, that requires state entities to post the salary or the salary range upon recruitment. Assistant Attorney General (AAG), Amy Miller addressed how AAGs can work with boards on presidential postings and searches.

Chair Unit noted that Trustee Tuesday is an important meeting for new trustees to attend as it provides valuable information and discussion with trustee peers.

D. Liaison Reports

i. Foundation

Trustee Page reported that June 29th is the Foundation retreat and encouraged all to attend.

ii. RTC Advisory Council

Trustee Wheeler-James provided a report from the recently reformed Advisory Council that held a meeting on June 1, 2022. Many people from other organizations and the community were chosen specifically to help build the workforce and through a DEI lens. Trustee Wheeler-James wants to ensure that as students are empowered at RTC, that we establish and develop trust with industries and the community and she believes that the leaders comprising Advisory Council will help greatly with this.

E. Trustee Recruitment/Succession

Chair Unti deferred to Dr. McCarthy to provide details of Governor Inslee's recent appointment of Jessica Norouzi, to the RTC Board of Trustees. Per Dr. McCarthy, Ms. Norouzi has a background in technical colleges and has worked with University of Washington (UW) Tacoma Chancellor, Dr. Sheila Edwards Lang and Dr. Yoshiko Harden. She currently serves as the Chief Advancement Officer at the UW College of Education and has tremendous contacts in the fundraising and industry world and is expected to be a wonderful asset to RTC.

Per Dr. McCarthy, the Governor's Office is still working on filling the next board seat vacancy, which will be Chair Kirby Unti's absence in October 2022.

Trustee Wheeler-James announced her resignation from the RTC Board of Trustees, effective immediately after today's meeting as her family is moving out of the RTC jurisdiction. Trustee Wheeler-James wants to stay involved and will assist in providing potential candidates to fill her labor seat on the RTC board.

Chair Unti thanked Trustee Wheeler-James for her work and noted that his respect for her and the decision she made. Dr. McCarthy echoed Chair Unti's sentiment and also explained that because of the resident requirements that RTC trustees must live within the jurisdiction, Trustee Wheeler-James cannot continue due to her move. Dr. McCarthy wished Trustee Wheeler-James the best and because the board has not had an opportunity to recognize her at this meeting, it is hoped to honor her at a future board meeting that she can attend.

F. Election of Board Officers 2022-2023

i. Board Chair

Trustee Takamura move to elect Trustee Entenman as Chair of the Renton Technical College Board of Trustees effective July 1, 2022 and extending through June 30, 2023. Trustee Wheeler-James seconded.

Trustee Entenman appreciated and accepted the nomination with the caveat that she also holds another elected position and sometimes she will not be able to join board meetings but if the board would like her to serve as Chair, she accepts.

The motion as stated by Trustee Takamura carried.

ii. Board Vice Chair

Trustee Page move to elect Trustee Takamura as Vice Chair of the Renton Technical College Board of Trustees effective July 1, 2022 and extending through June 30, 2023. The motion was seconded by Trustee Entenman and carried.

G. Appointment of RTC Liaisons

- i. Legislation Action Committee: Primary and Secondary**
- ii. RTC Foundation**
- iii. RTC Advisory Council**

New Chair Entenman proposed that the appointment of all liaisons be deferred to a future board meeting when a full board is seated and all trustees agreed.

H. Board Meeting Survey

Per agreement by current Chair Unti and new Chair Entenman, the board survey will be sent to trustees for the June 15 meeting and new Chair Entenman will determine if future surveys should continue after a full board is seated in the fall.

I. Retirement of Dr. Kevin McCarthy

Trustee Page moved that the Renton Technical College Board of Trustees accept and approve Dr. Kevin McCarthy's requested retirement date of July 1, 2022, and that final day of employment as College President for Dr. McCarthy will allow for transition support to incoming President, Dr. Yoshiko Harden. The motion was seconded by Trustee Entenman and it carried.

On behalf of the RTC Board of Trustees, Chair Unti read a resolution honoring Dr. McCarthy and his work at the college.

7. MEETINGS

A. Special Meeting to be scheduled in August, 2022?

Trustees agreed to schedule a special meeting in August which will also be a retreat. This will be a time for the board to set goals for the year and participate in team building to help with the transition of a new president and new trustees.

**Board of Trustees – Regular Board Meeting
June 15, 2022**

An additional Special board meeting will also be scheduled next week to continue discussion and act upon the tenure candidate for the Spring Quarter, 2022.

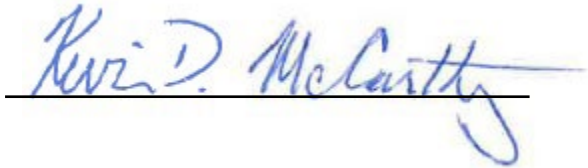
B. Regular Board Meeting - September 21, 2022

8. ADJOURNMENT

There being no further business, it was moved by Board Chair Unti to adjourn the Board of Trustees meeting at 5:52 p.m. Motion carried.

DEBRA ENTENMAN, Board Chair (eff. 7/1/2022)
Board of Trustees

KEVIN MCCARTHY, President
Board of Trustees



Renton Technical College

Addendum 1- Resolution 06-24-22, Recognizing Mr. Tyler Page

Addendum 2- Resolution 06-25-22, Recognizing Dr. Kevin McCarthy



RESOLUTION IN RECOGNITION OF MR. TYLER PAGE

NO. 24

WHEREAS, Mr. Tyler Page served as a Renton Technical College Trustee from 2009-2022; and,

WHEREAS, Mr. Page has made his trusteeship a top priority, and has educated himself and gained an excellent command of all issues; and has led the Board in pursuing professional development in local, state, and national sessions; and,

WHEREAS, Mr. Page has played a key role in state-wide trustee leadership, serving influentially as president of TACTC and on multiple TACTC/ACT committees; and,

WHEREAS, Mr. Page rarely, if ever, missed an opportunity to volunteer for extra duties and to offer his assistance, especially in serving three additional years as a trustee; and,

WHEREAS, Mr. Page has never been at a loss for words . . . of wisdom, insight, curiosity, and substance; and,

WHEREAS, Mr. Page was only late for one Commencement ceremony; and,

WHEREAS, the Board of Trustees and College deeply appreciate his service and are proud of his significant leadership.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Renton Technical College Board of Trustees, meeting in regular session this 15th day of June 2022, express their individual and collective gratitude and respect for Mr. Tyler Page.

AND, be it further resolved that this statement of appreciation be appropriately inscribed and conveyed to Mr. Tyler Page, with a copy to be included in the official minutes of the June 15, 2022 meeting of the Board of Trustees.

ADOPTED by the Board of Trustees at the June 15, 2022 regular board meeting.

BOARD OF TRUSTEES
Renton Technical College

By: Kirby Untj

Kirby Untj, Board Chair

Debra Entenman

Debra Entenman, Board Vice Chair

Frieda K. Takamura

Frieda Takamura, Trustee

SNJ

Shaunie Wheeler-James, Trustee

Attest: Kevin D. McCarthy
Dr. Kevin D. McCarthy, President

RESOLUTION IN RECOGNITION OF DR. KEVIN MCCARTHY

NO. 25

WHEREAS, Dr. Kevin McCarthy served as Renton Technical College’s President from 2015 to 2022; and

WHEREAS, Dr. McCarthy has positively and thoughtfully influenced the college’s work in so many ways, including building a diverse and inclusive community; focusing on students, and strengthening learning and the tenure process; and

WHEREAS, Dr. McCarthy has been approachable and outgoing, building relationships with the Trustees, faculty, and staff, putting miles on his trademark boots across campus in the process; and

WHEREAS, others have recognized Dr. McCarthy’s exemplary leadership and commitment to equity with honors, including the ACT CEO of the Year Award, the ACT Equity Award, and the Aspen Presidential Fellowship; and

WHEREAS, Dr. McCarthy has advocated for access to technical education, Guided Pathways, and funding for two-year colleges in the county and state Legislature; and

WHEREAS, Dr. McCarthy led the college through times of uncertainty during the pandemic, ensuring equity and hands-on learning continued in a safe setting; and

WHEREAS, Dr. McCarthy relished student success, visiting classrooms, and knowing students, faculty, and staff by name; and

WHEREAS Dr. McCarthy spearheaded a five-year Strategic Plan and the adoption of new mission, vision, and values statements; and

WHEREAS Dr. McCarthy consistently strived to make RTC a welcoming and safe place for students and employees from historically marginalized communities and emphasized how diversity enriches our community; and

WHEREAS, Dr. McCarthy will leave RTC to pursue retirement and put some more wear on his boots and build a home close to his family with his beloved Marty; and

WHEREAS, there are no words to adequate to express the appreciation for Dr. McCarthy’s commitment to RTC and the privilege of working for a president who always had an open door, a long stride, a gaggle of puns, a curious mind, and a kind heart;

WHEREAS the Board of Trustees and College appreciates his service and are proud of his significant accomplishments;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Renton Technical College Board of Trustees, in their regular session meeting on this 15th day of June 2022, express their individual and collective gratitude and respect for Dr. Kevin McCarthy.

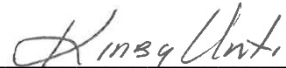
AND, be it further resolved that this statement of appreciation be appropriately inscribed and conveyed to Dr. Kevin McCarthy with a copy to be included in the official minutes of the June 15, 2022 meeting of the Board of Trustees.

ADOPTED by the Board of Trustees at the June 15, 2022 regular board meeting.

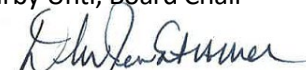
BOARD OF TRUSTEES

Renton Technical College

By:



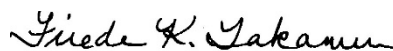
Kirby Unti, Board Chair



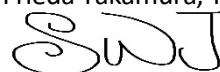
Debra Entenman, Board Vice Chair



Tyler Page, Trustee



Frieda Takamura, Trustee



Shaunie Wheeler-James, Trustee

Renton Technical College
Board of Trustees Meeting
September 21, 2022

AGENDA ITEM: 3. COMMUNICATIONS

SUBJECT:

BOARD CONSIDERATION

X Information

Action

BACKGROUND:

- A. General Information/Introductions
- B. Correspondence
- C. Public Comments from the Audience
- D. Associated Student Government
- E. Renton Federation of Teachers
- F. Written (and video) Communication Reports

RECOMMENDATION:

None.



ASG Report
Renton Technical College Board of Trustees
September 21, 2022

1. New ASG staff & Executive Team Leadership Positions:

- a. Office Administrative Specialist - **Mary McGhee**
- b. President - *Reviewing Applications*
- c. Vice President - *Reviewing Applications*
- d. Club Coordinator - *Reviewing Applications*
- e. DEI/Legislative Affairs Coord - **Tai'jon Glover**
- f. Events Coordinator - **Sukjae Woo**
- g. Media Coordinator - **Kodie Fernandez**

2. Explore RTC! Fall New Student Orientation: Sessions were offered in multiple modes both on campus and virtually through Zoom. Students were given the option to choose and sign up for at least one orientation session by finding the mode and times they preferred.

- a. September 14: (in-person/on-campus) session had approximately 180 students in attendance.
- b. September 16: (virtual/zoom) session had 175 students participate
- c. Student completed a brief survey to explore their motivations for enrolling at RTC, along with core areas, topics, or concerns they may have coming into their first qtr.

3. ASG Promoted Scholarship Applications:

- a. **SBCTC - Transforming Lives Award:** The Washington State Association of College Trustees (ACT) created the Transforming Lives Awards program in 2012 to recognize current or former students whose lives have been transformed by pursuing higher education at a community or technical college. Students will work to finalize their submission essays/applications by October 12 and for the Board of Trustees to select a finalist at the October 19 Board meeting.
- b. **The Phi Theta Kappa – All Team USA Academic Scholarship:** Recognizes high achieving college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education beyond the classroom to benefit society. RTC staff will review and select a total of 4 student nominees to forward to the PTK awards committee by December 1. Of these 4 nominees, 2 must be designated as Workforce (planning to enter the workforce upon completing their degree), and the remaining two nominees must be designated as Transfer (planning to transfer to a 4-year institution).

Administration and Finance Report
Renton Technical College Board of Trustees
September 21, 2022

Financial Report

- For month ending July, we are about 8.3 percent through the year. Revenue collection is about 8.7 percent. As you can see from the reports, tuition and fees are up by \$543k from July 2021. This is not because of additional enrollments but from when revenues are collected and recognized. Scholarships and Student Loan funds are down about \$74k due to having spent out our student portion of HEERF funds. We also show a decrease of revenue in CRRSA and CARES funds as we claimed all of our institutional funds last fiscal year.
- Expenses are about 6.5 percent. Expenses are about \$3.3M compared to this time last year compared to \$3.7M last year. Financial aid awards are down this year by \$310k compared to last year at this time. Salary and benefits are \$140k higher due to the retention of ctclink staffing as well as positions added due to legislative provisos.
- Our ending cash balance not including the Scott/Jewitt donation is about \$22.9M.

Business Office

- ctclink
 - FY22 year-end activities are complete.
 - Continuing to work through data clean-up.
 - Adapting current business processes to align with ctclink functionality.
- Staffing updates
 - Bev Jensen will be temporarily filling the purchasing position.
 - Aurelia Turcan, Student Financials Analyst, began working with RTC in August.

Food Services & Rentals

- RTC went out to bid with major foodservice distributors on the purchasing of all our food products this summer. It was a large savings to join the [Premier US Foods](#) National program.
- Thanks to our facilities team; the CAFÉ looks great with a new coat of paint. The CAFÉ will reopen on Sept. 21st with a great selection of student created hot meals, sandwiches and salad bar options.
- All food service staff are returning to work this Fall Qtr. We are hosting them with Professional Development and college updates at our staff meeting on Sept. 19th

Facilities & Capital

Minor Capital Program Projects for Current Biennium (2021-2023):

Projects in this category are more discretionary in nature and are not restricted to repairs.

- **Sound System Enhancement in Cafeteria** – This project has just been approved, and the IT department will be exploring options for project delivery. The project shall be funded by Capital Funds.
- **Campus Irrigation System Upgrades** –*Status: Completed included As-Built Drawing submission and owner training.*
- **Computer Network Technology Remodel**- The north end of the First Floor of Bldg. J and two other classrooms on the first floor will be remodeled to update the appearance and improve efficiency in this program. This project will be conducted in two phases, with the first phase focusing on the Instructor Offices area and the second phase of the project will occur next biennium, focusing on the entryway and classrooms/labs. *Status: design is in progress.*

Minor Capital Repair Projects for Current Biennium (2021-2023):

- **Dental Floor Replacement Project** – A flooring contractor on the state purchasing list has been selected, a product has been selected by the Dental Program, and work is scheduled to start Thursday, September 8th. Maintenance Dept. has removed the operatory dental chairs in preparation for the flooring installation.
- **Resurfacing Roof at the Annex** – The roof and parapets are past the useful life and prone to leakage. The college has received an allocation to replace the upper portion of the roof this biennium and is slated to receive funds to replace the lower roof next biennium. *Status update: the project has been granted substantial completion with punchlist items being corrected, and the contractor is finalizing the submission of Operation and Maintenance Manual, owner training, and warranties. The college will pursue purchase and installation of roof access walk-pads outside the Agreement in order to close-out the project in a timely manner.*
- **Bldg. B Boilers Replacement** – The double boilers in the two-story wing of Bldg. B, Allied Health Center, are funded for replacement. The Department of Engineering Services Small Works Roster was used to solicit bids under the design and contract administration services of the campus architects (Rolluda Architects) and their engineering consultants. *Status: Several delays in production of equipment were encountered, making it necessary to extend contract completion date, though the boilers are expected to be operative before the start of the heating season in the coming weeks.*
- **K1 & K2 Furnace Replacements** – Nine (9) gas fired ceiling mounted furnaces are to be replaced during Winter Break of 2022 for all but one of the units, with a high-efficiency, quieter unit being installed in May, 2023, over the classroom of the MLR shop. Funds to support this project are to be moved from lower priority repair projects that received funding. *Status: Contract Documents are being finalized via the WA State Dept. of Engineering Services and the contractor is submitting shop drawings and equipment submittals for A/E review and approval.*

Major Capital Growth Projects in Pre-Design/Design Phases for Current Biennium (2021 - 2023):

- The pre-design and design portions of a new Health Sciences Center have been approved by the state legislature. The architectural firm of Schreiber, Starling, and Whitehead Architects, together with a core committee from the college are working on programming, planning, and conceptual design services necessary for executing and documenting the OFM predesign process. This includes Project Analysis, Program Analysis, Site analysis, Budget Analysis, Master Plan Analysis, Facility Operations Analysis, and coordination of various subconsultants and studies as warranted to complete the predesign for the Health Sciences Center. Predesign is slated for completion in early 2022, and upon approval by SBCTC, the design portion will follow and be completed by the end of the current biennium, June 30, 2023. Pre-design is ongoing. An online meeting with the Sunset Area Transformation Resource Council occurred on Thursday evening, March 3rd, and the project was presented to the council for considerations and comment by our architect, college President, and others in the steering committee. *Update: The Pre-Design has been submitted to OFM for their review and approval. Design Phase follows immediately with a due date for submission of June 30, 2023. A revision to the programs being served is needed to be submitted to OFM with Board Approval for the change.*

Infrastructure Projects for Current Biennium (2021 - 2023):

The college has received funding for the following project and the DES on behalf of the college is contacting the state on-call civil engineering firm to start investigation and design.

- **Replace aging storm water system on campus** – Some storm system jetting of lines has been completed to determine if the drain lines were merely clogged or in need of repair/replacement. Fortunately, the jetting successfully cleared the blocked lines. Camera work is being planned for the storm water lines in the middle portion of campus to determine their condition and assess the need for replacement. The college has received a proposal from the Civil Engineer to oversee the investigation and to incorporate the findings into design document, cost proposals, and a schedule. Camera work of existing lines in order to determine condition has been expanded to include additional storm lines that run along the western edge of campus has been performed, the college has been supplied with maps and videos of the storm drain systems and advised of its condition in a debriefing meeting. The results have been turned over to the Director of Maintenance and Grounds, who participated in the debriefing session. *Status: The project is being implemented for completion prior to the end of the biennium. Surveying and site assessment and incorporation of that data is in progress.*

Capital Funding requests:

- The College is submitting a funding request for a Replacement Project in the upcoming budget cycle. RTC is working with Schreiber, Starling, and Whitehead (SSW) Architects to submit a Project Request Report (PRR) for a proposed Trades and Industries Building. The proposed building would house Welding, Aerospace, Commercial Building Engineering, Mechatronics, and Machining. We have met with each program intended to occupy the replacement building to determine their needs and the architects Mary Jo

Lux and Ross Whitehead of SWW are establishing the necessary parameters of the proposed facility to accommodate those needs. *Status: The PRR was graded and ranked among the projects submitted statewide and the RTC application was ranked second among approximately twenty (20) submissions.*

Other Projects:

- **Energize Eastside** – The Puget Sound Energy project to replace the high-power electrical distribution poles and lines that run north and south across the student parking lots on campus has begun and the first phase is complete. *Status: Work by PSE is completed until spring when the last of the old poles will be removed. The new poles are erected, and awaiting the installation of the new high-voltage conductors. Artwork will be installed and funded by PSE on the pole bases as part of the project. The college Arts Commission and other college representatives worked with the artist to collaborate on a design, which has been approved, and involves the themes of education, diversity, and inclusion.*
- **COVID HVAC and Air Filtration Mitigation Project** – Funding has been approved to increase air ventilation and to upgrade the HVAC filters to higher MERV rated filters in selected campus buildings. MERV 11 filters have been ordered by the maintenance department and are responsible for implementing their installation in mechanical units that are equipped to receive them. A controls contractor on a service agreement with the college has had their contract expanded to include modifying mechanical ventilation settings and schedules, and buildings which are suitable for increasing ventilation rates have been increased at this time. *Status: HVAC control settings for various buildings have been finalized and implemented at this time by our Controls Contractor via a service agreement. Air Filters have been received and installed for those buildings which will accommodate filters with a higher Merv rating. Currently still in effect.*
- **Machine Technology Grant for new CNC machines** – planning has begun, and an initial walk-through conducted to apply for an equipment grant for three (3) new CNC lathes to replace older CNC machines. A large window assembly separating the CNC Lab from the larger MTech lab will be removed and made into a passageway to improve access, sight lines, and occupant flow between the shops. *Status update: Cost proposals for both the electrical work associated with the new CNC Machines and removing a window assembly separating the shops to facilitate installation have been turned over to the program. Removal of the window assembly has been completed this summer.*
- **Replace and Expand Colleges Vehicle Charging Stations** – the 2 existing stations were destroyed due to a vehicular accident. The college has met with an engineering firm to assess options and is in the early stages of initiating an agreement for services for the selection and installation of new stations, to be placed at ex. location.

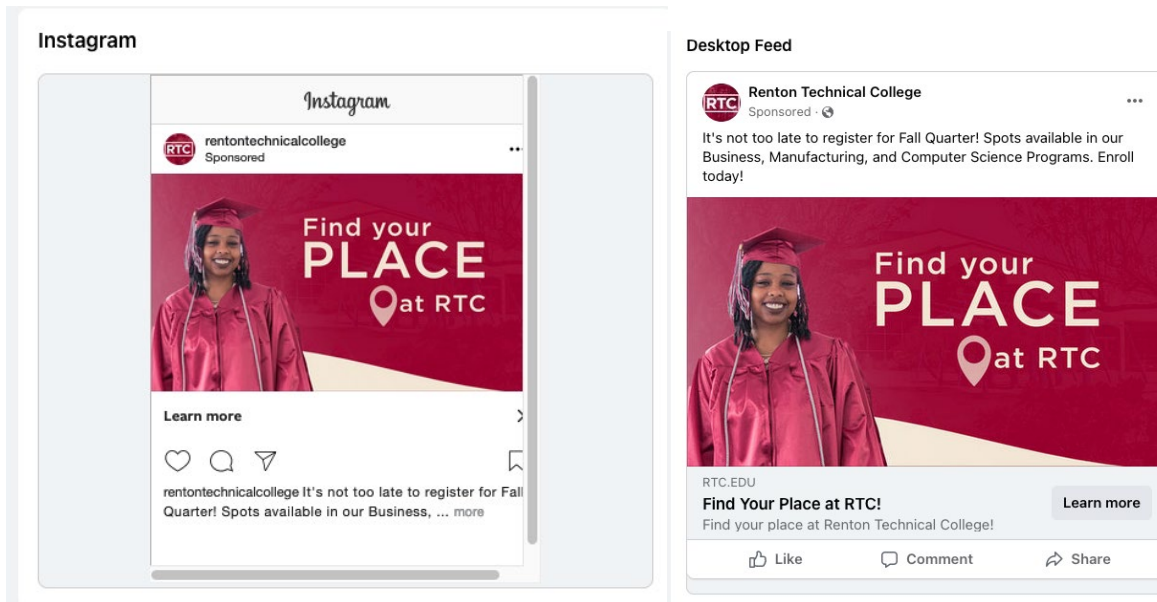


MARKETING

We're kicking off the academic year with a new marketing theme: Find your place at RTC and RTC has a place for you. You'll see this theme throughout our marketing materials, advertising, and our new series of videos, which kicked off this month. You'll find the overarching [recruitment video](#) here: We will use these in many ways on multiple platforms to generate awareness and strengthen enrollment.

Executive Director Katherine Hedland Hansen introduced her team and presented the new thing at the Fall Kickoff. She joined members of the Strategic Success Management Team for a presentation to faculty on our cross-campus recruitment and retention strategies.

Sample ads:



The web team, led by Creative Director Evyson Beasley, created custom [landing pages](#) for each video to track ROI and to generate useable leads.

SOCIAL MEDIA

We are now measuring social media growth year-to-year, rather than over the previous month, for a more accurate measure of our long-term success. Highlights from August 2022 over August 2021.

1. Audience growth of 67 percent
2. Engagement grew by 14 percent

ctcLink Report
Renton Technical College Board of Trustees
September 21, 2022

ctcLink

Pillar Leads, Subject Matter Experts (SMEs) and the ctcLink team have continued to troubleshoot and resolve ctcLink technical issues and streamline business processes. The below table illustrates the percentage of core functions that have been stabilized.

Core Functions Stabilization

# of Core Functions = Functional or Optimized	Total Core Functions	% of Core Functions = Functional or Optimized (This Month)	% of Core Functions = Functional or Optimized (Last Month)
48	62	77%	70%

Activity Detail

- The ctcLink College Collaboration Group was established to coalesce representatives from each of the 34 colleges. The group ensures that each college is represented and informed of state-wide initiatives. Meetings are held bi-weekly to discuss most pertinent issues, support service updates, and enhancement requests. RTC has appointed a ctcLink College Lead and two backups.
- The ctcLink team continues to support students via RTC’s ticketing system, live chat, and student support rooms. They presented at New Student Orientation and is providing ctcLink support during the beginning of Fall Quarter. The ctcLink team continues to support staff by assisting with configurations and business process mapping.
- The Student Financials Analyst position was hired to lead and manage work related to the student account in ctcLink. This position is a student-facing role and is responsible for addressing inquiries about the student account.
- Financial Aid and the Business Office launched BankMobile, a financial aid funds disbursement platform that syncs to ctcLink. The team utilized BankMobile for the first-time during Summer Quarter. Time dedicated to processing disbursements has been significantly reduced for staff. Improvements to student usability is ongoing.
- The Continuing Ed department will launch CampusCE in September. CampusCE is a third-party continuing education platform integrated with ctcLink. This tool will make it easier for Continuing Ed students to register and pay for classes.
- The Business Office completed year end activities for the first time in ctcLink.
- All pillars continue to work through issues and improve ctcLink operations for RTC.

CTS
Renton Technical College Board of Trustees
September 21, 2022

CTS has been working over this summer re-imagining the computer labs on campus as part of our strategy to improve PC login times for instructor/student workstations. Please let the service desk know if something is missing that is needed for instruction needs this Fall. In addition to the hardwired workstations, we have been engaging vendors on the replacement of our wireless network infrastructure for the whole campus utilizing some of the Scott Jewett gift. Given the amount of time it will take to complete this project, we have increased the capacity for the current wireless system with additional access points. We prioritized the classrooms that are scheduled for use this quarter, and high traffic areas on campus. The new datacenter hardware is going to be installed the last week of September. However, we will not be making any changes to the current datacenter until a maintenance window in late October.

We have made changes to the current service desk, which means a new livechat client. That client can be found on either the CTS webpage (<https://www.rtc.edu/CTS>) or the student email webpage (<https://rtc.edu/student-email>). Please let me or the Service Desk know if there is anything we can do to support the important work that you all do. Looking to a great start for the Fall Quarter.



The following personnel actions occurred during June 2022 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
Eric Leon Guerrero	6/16/2022	Maintenance Mechanic 3	Facilities
-Separations			
none			
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Christopher Gwyn	6/1/2022	Library Paraprofessional	Library
-Separations			
Bhagat Paul	6/30/2022	Financial Aid Specialist	Financial Aid
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
none			
-Separations			
Kawika Waiamau-Ariota	6/10/2022	Purchasing Agent	Business Office
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Agnes Figueroa	6/1/2022	Enterprise Systems Engineer	IT
Christie Fierro	6/30/2022	Director for the Center of Innovative Teaching & Learning	Instruction
Stefanie McIrvin	6/27/2022	Dean of Business & IT	Business and Information Technology
-Separations			
Susan DeWitt	6/30/2022	Schedule and Curriculum Manager	Instruction
Liz Falconer	6/30/2022	Director for the Center of Innovative Teaching & Learning	Instruction
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Jarzabek, Simone	6/24/2022	Part time faculty / Computer Science	Computer Science
-Separations			
Shalahna Rhodes	6/23/2022	Full-time Nursing Instructor	Nursing

	Monthly Total Hires	% of Diverse Hires YTD
Full time	5	45%
Part time	1	31%

The following personnel actions occurred during July 2022 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
none			
-Separations			
none			
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Andre Betita	7/16/2022	Enrollment Services Manager	Enrollment Services
Elodia Srey-Ramirez	7/18/2022	Financial Aid Specialist	Financial Aid
Sue DeWitt	7/1/2022	Administrative Assistant 5 - Continuing Education	Continuing Education Department
-Separations			
none			
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Julie Darrah-Cappelli	7/18/2022	Veterans Services & Agency Funding Manager	Financial Aid
Peter Anderson	7/18/2022	Flex Media Specialist	Instruction
-Separations			
none			
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Stefanie McIrvine	7/1/2022	Dean of Business & IT	Information & Technology Studies
Yoshiko Harden	7/1/2022	President	Administration
-Separations			
Jichul Kim	7/29/2022	Director of Institutional Research	Research & Development
Kevin McCarthy	7/1/2022	President	Administration
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Tamara Harris	7/1/2022	Part time faculty / Community Education	Community Education
-Separations			
Melvin Hortman	7/10/2022	Full time faculty / Engineer Design Technology	Advanced Manufacturing
Zhimei Xing	7/31/2022	Full time faculty / Nursing	Nursing

	Monthly Total Hires	% of Diverse Hires YTD
Full time	7	43%
Part time	1	100%

The following personnel actions occurred during August 2022 and are presented for the Board of Trustees' information.

AFT	Effective Date	Position	Department
- Hires / Changes in Position			
none			
-Separations			
none			
WFSE	Effective Date	Position	Department
- Hires / Changes in Position			
Shanteal Valteau	8/16/2022	Workfirst Services Specialist	Workforce Development & Education
-Separations			
none			
Prof Tech	Effective Date	Position	Department
- Hires / Changes in Position			
Aurelia Turcan	8/25/2022	Student Financials Analyst	Business Office
Beverly Jensen	8/1/2022	Purchasing Agent	Business Office
Shama Simmons	8/8/2022	Purchasing Agent	Business Office
-Separations			
Shama Simmons	8/22/2022	Purchasing Agent	Business Office
Stefen Kaelber	8/12/2022	Security Field Supervisor	Safety & Security
Exempt / Administrative	Effective Date	Position	Department
- Hires / Changes in Position			
Eva Juarez	8/22/2022	Director of Outreach and Recruitment	Student Services
Ivonne Pereira	8/16/2022	Scholarship and Grants Manager	Foundation
Michele Slaughter	8/16/2022	Schedule and Curriculum Manager	Instruction
Teresa Trillo	8/17/2022	Interim Dean of Nursing	Nursing
-Separations			
none			
RFT	Effective Date	Position	Department
- Hires / Changes in Position			
Fatima Rodriguez	8/16/2022	Part time faculty / Medical Assistant	Allied Health
-Separations			
Celinda Wilson	8/12/2022	Full time faculty / Medical Assistant	Allied Health
John Newcome	8/31/2022	Full time faculty / Accounting	Business Technology
Mary kate Durette Piccirillo	8/12/2022	Full time faculty / Nursing	Nursing
	Monthly Total Hires	% of Diverse Hires YTD	
Full time	8	47%	
Part time	1	100%	

Institutional Research Report
Renton Technical College Board of Trustees
September 21, 2022

Institutional Research

The Office of Institutional Research (IR) has continued its efforts to improve institutional effectiveness by supporting programs, units, cabinet, and committees for their planning, assessment, and data-informed decision makings for RTC Mission fulfillment:

- **Factbook** – Updated RTC Facts and Figures on Website – Continued work on the updated Factbook Dashboard.
- **Accreditation** – Provided data for the Nursing programs accreditation.
- **Updated Queries** – Data Analyst worked with other colleges and SBCTC on updating ctcLink PS Queries.
- **Strategic Monitoring Report** – Redesigned Monitoring Report Dashboard to be more dynamic and utilize dataLink and live data.
- **SDP Harvard Project** – Continued work on Presentation – Developed multiple dashboards utilizing predictive models to visualize students journey through RTC.
- **NWCCU Data Equity Fellowship** – Participated in Data Equity Fellowship with NWCCU.



Instruction Report
Renton Technical College Board of Trustees
September 21, 2022

Instruction Board Report

VPI Stephanie Delaney updates the board on this year's theme of Appreciation and Welcome, along with updates on Nursing and College and Career Pathways.

[Instruction Board Report September 2022](#)

<https://youtu.be/LIuxeZJ5YzM>



**RTC Foundation Report
Renton Technical College Board of Trustees
September 21, 2022**

Scholarships and Events

Fall Kick-Off Breakfast and Exceptional Employee Awards

The Foundation sponsored the first in-person breakfast and awards ceremony for faculty and staff since 2019! There were 160 people at the breakfast and over 80 joined in via Zoom. Recipients were honored for their exceptional contributions to advancing RTC's strategic goals and strengthening institutional values. Each person received a \$500 gift sponsored by First Financial NW Bank. The 2022 recipients:

Sue DeWitt – Administrative Assistant V, Continuing Education
Christina Solis – Budget Reporting Financial Services Director
Nancy Medbury – Human Resources Operations Manager
Doug Medbury – Dean Culinary Arts/Director Food Services
Lance Arnold – Anesthesia Technologist
Chef Robert Holland – Professional Baking

In addition to the Exceptional Employees, the Foundation Board honored staff, faculty and former Board members for exceptional giving. This recognizes years of giving, creative solutions for giving, and major giving.

Fall 2022 Scholarship Cycle

Students begin Fall quarter with \$80,000 in Foundation scholarships. The number of scholarships are down 27% from Fall 2021. Total applications were also down 27% year-to-year – the lowest number of applications for Fall in the past seven years and tracking with enrollment declines.

Education outcomes continue to be a bright spot for scholarship recipients. Updated metrics from May 2022 include the following:

- 83% of qualified applicants were awarded – one of the highest percentages for the Foundation
- 74% of scholars are students of color
- Foundation scholars have a 73% total retention rate.

Upcoming Events: Thanksgiving Pie Project and March 4th – Student Success Celebration:

The RTC Bakery will once again be providing Thanksgiving pies with proceeds going toward the Foundation's Life Essentials Grant. The flagship fundraising event for scholarships is scheduled for Saturday, March 4th. Invitation Home is the presenting sponsor at the \$10,000 level. There will be no Celebrity Chef Dinner in 2022 due to the need to onboard new staff and restructuring responsibilities.

New Bridge to College Success Grant

The Foundation and College & Career Pathways (CCP) leadership are collaborating on the launch of the new Kevin McCarthy Bridge to College Success Grant. Students transitioning from CCP completion to college programs can access the \$6,000 grant to cover tuition, books, and tools. Funds from the Scott-Jewett gift have been invested with Badgley Phelps and will be used to support 60 students each academic year with the Foundation adding matching funds through additional fundraising. Ten students have already been awarded for 2022-2023.

Development & Community Engagement:

- An anonymous donor awarded \$50,000 for the Book & Equipment Support Grant.
- The Dahlby Family gifted \$15,000 to support students in the traditional trades.
- The Foundation is the recipient of a Charitable Remainder Trust disbursement of \$30,000 given by Don and Pearl Jacobson.
- Boeing is renewing their scholarship grant for \$12,500 to support students in a variety of programs.
- The McLennaghan family has renewed their construction scholarships with a gift of \$26,000.

Board Retreat

The Foundation met June 29th to review the upcoming strategic and fundraising plan and to elect new leadership. In Sept. two new Board members will be appointed. Longtime Board member Fernando Del Valle has resigned due to family reasons. Community leader Theresa Beauchene and former RTC Trustee, Tyler Page will officially join Sept. 22nd. New Board leadership: President, Lori Inman, VP of Finance, Bonnie Nichols, VP of Membership, Brenda Collons, VP of Development, Kim-Khanh Van, and Ren Tarvin, RTC computer faculty was elected Secretary.

Operations

New Foundation staff and titles

Ivonne Pereira joined the Foundation team as the Scholarship & Grants Manager Aug. 16th. She is a bilingual professional with ten years of experience in social services, focusing primarily on non-traditional and at-risk populations, and has worked in the WA-state colleges and university scholarship sphere for the last 5.5 years. Ivonne is excited to enter the higher education realm directly as a bilingual resource for students while fine-tuning the growing data skills that come from years of observing and reporting non-traditional students' needs and trends. Teresa Woods is taking on an expanded leadership role and new title as the Operations & Event Manager and will be spearheading the Foundation's new alumni engagement efforts. We are excited to see the Foundation team grow!

General Operations and finance

During the summer months the Foundation updated policy and procedure manuals. Updated monthly financials for FY21-22 have been provided to the Finance Committee for review in advance of the Sept. Foundation Board meeting.

The Finance Committee met July 12th with our investment managers at Badgely Phelps to review the Q2 Report and to go over the Foundation's portfolio and to finalize the investment policy that will govern the Scott-Jewett funds. Inflation mitigation continues to be a priority for the Foundation's investment team. The Scott-Jewett investment has a time horizon of 10 years, so falls outside of the Foundation's regular endowment policy. This is a Board approved policy.

Executive Director, Carrie Shaw attended the state gathering of community and technical college foundation leadership in Wenatchee – the first in person conference since 2020. She has been invited to serve on the executive committee for WA Foundation Leadership (WAFL) for the upcoming academic year. She also attended workshops on planned giving provided by the WA Council on Planned Giving.



With a new academic year starting, there are many exciting opportunities within Student Services as we build towards increased engagement with our students and services. Two areas are highlighted here, both undergoing changes that will impact our campus and community.

Outreach and Recruitment

We are very eager to share about the restructuring going on in Outreach & Recruitment and Entry Services departments. Historically, those two areas were combined and the staff who were in the community engaging in outreach, were also staffing the entry process working with students through their new student enrollment. Legislation has provided for new opportunities to invest in outreach targeted to diverse populations, our K-12 system, and matriculation from CCP to college credential programming.

The new Director of Outreach & Recruitment, Eva Juarez, joined the RTC team in August. Eva brings a wealth of professional experience in higher education, specifically in outreach and recruitment, which she oversaw at Bellevue College. She's worked in various student affairs departments and brings a strong understanding of college systems and the communities we serve. In Eva's first week, she was able to participate on the selection committee for the Manager of K-12 Outreach. Kellie Luther was selected to fill the position, and she joined the college last week. Kellie comes to us directly from the Renton School District, where she served for over a decade, most recently at Talley High School as the College & Career Specialist. To round out O/R staffing, Eva will next focus on hiring for the manager who will lead outreach to our diverse communities, fulfilling the deliverables via ESB 5194.

Eva will also serve a pivotal role on the Student Success Management team, as the college builds its comprehensive outreach, recruitment, and marketing goals, targets, and strategies.

Entry Services located within the Andee Jorgensen Student Success Center

The above mentioned restructuring touches on our entry services and continued implementation of the pillars of Guided Pathways. This includes creating a more comprehensive intake and onboarding experience for students, whether they are enrolling in CCP, prof/tech, or general education, and so on. CCP Navigators are co-located with our Student Success Specialists (also called entry advisors) as we work towards a more seamless student intake process. While all staff and faculty in Student Services have outreach & recruitment components of their jobs, reducing the amount of outreach the entry advisors engage in provides enhanced capacity for them to support students as they navigate the admission and enrollment process. On the horizon for Entry Services will be a full integration of staff working with the whole student population, under the leadership of a Director of Entry Services (to be hired this year).

AGENDA ITEM: 4. ACTION

SUBJECT:

BOARD CONSIDERATION	
Information	
X	Action

BACKGROUND:

A. Project Scope and Program Reduction Approval: Allied Health Sciences Building Project

Extreme inflation has impacted the initial budgeted cost of the Allied Health Sciences Building project. To continue the project and maintain critical programs that align the project with the RTC strategic plan, Vice President Jackson will request approval to reduce the project scope. The two reductions are as follows:

- 1) Reduce the Allied Health Science Center GSF from 69,992 to approximately 56,525 and;
- 2) Remove the Medical Coding and Ophthalmic Assistant programs from Allied Health Sciences Center to consolidate the majority of remaining programs into one building.

The full recommendation is attached for Trustee review.

B. Draw Request Approval: Innovation Fund, FY 2022-2023

Vice President Jackson will request approval to expend two hundred thousand dollars (\$200,000) from RTC's innovation fund in Fiscal Year 2022-2023 to hire the following two positions:

- 1) Apprenticeship Coordinator: This position would work with our apprenticeship partners in Student Registration Support Services and with Worker Retraining staff to qualify apprentices for worker retraining benefits.
- 2) Credentialing and Transcripts Evaluator.

Renton Technical College will rebuild innovation fund reserves over 5 years starting in Fiscal Year 2023-2024 by depositing into reserves an amount of \$40,000 each year.

RECOMMENDATION:

Approve as presented.

**Recommendation to the RTC Board of Trustees
September 21, 2022**

Subject

RTC’s Allied Health Science Center – Reduction in scope of project

Recommendation

Renton Technical College’s Board of Trustees approves 1) reducing the Health Science Center project from 69,992 GSF to approximately 56,525 GSF and; 2) changing building programming.

Justification

The state by way of the SBCTC approved the **69,992 GSF** Health Science Center project through the formal project request process, funding **\$46,195,992** for its construction. While the college is grateful to have received funding from the state, due to extreme inflation of materials and labor and timing of the project funding, the budget is not adequate to build the project as originally envisioned. During the pre-design phase, the Project Management Team (PMT) has undertaken a process of determining the critical program needs that meet the college’s Allied Health Science Center objectives in alignment with our Strategic Plan.

Background

The PMT has concluded stakeholder interviews, and based on feedback collected through engagement with employees and consultants, the PMT has determined that the college can meet its needs by constructing a **56,525 GSF** that will consolidate most Allied Health programs into one building. The PMT recommends program changes as outlined below:

College Proposal	Design-phase funding request
<i>December 2017</i>	<i>September 2020</i>
Anesthesia Technologist	Anesthesia Technologist
Central Service Technician	Central Service Technician
Dental Assistant	Dental Assistant
Massage Therapy Practitioner	Massage Therapy Practitioner
Medical Assistant	Medical Assistant
Medical Coding	Medical Coding
Nursing Programs strategies	Nursing Programs Ophthalmic Assistant
Pharmacy Technician	Pharmacy Technician
MA-Phlebotomy Technician	MA-Phlebotomy Technician
Surgical Technologists	Surgical Technologists
Veterinary Assistant	Veterinary Assistant

RESOLUTION TO APPROVE INNOVATION FUND DRAW FOR FY2022-2023

NO. 26

WHEREAS Renton Technical College is proactively meeting its community's needs through mission fulfillment; and

WHEREAS Renton Technical College is navigating through an unprecedented pandemic and recovery; and

WHEREAS Renton Technical College is managing its budget in accordance with Board policies and best managerial practices; and

WHEREAS Renton Technical College finds it necessary to make investments in its operations to serve its students; and

WHEREAS a strong reserve is vital to the long-term sustainability of Renton Technical College;

NOW THEREFORE BE IT RESOLVED THAT Renton Technical College is authorized to expend two hundred thousand dollars (\$200,000) from its innovation fund in Fiscal Year 2022-2023 and Renton Technical College will rebuild those reserves over 5 years starting in Fiscal Year 2023-2024 by depositing into reserves an amount of \$40,000 each year.

FURTHERMORE, the President or their designee, is authorized to perform any necessary legal financial transactions to carry out this resolution.

AND, be it further resolved that this statement be appropriately inscribed with a copy to be included in the official minutes of the September 21, 2022 meeting of the Board of Trustees.

ADOPTED by the Board of Trustees at the September 21, 2022 regular board meeting.

BOARD OF TRUSTEES
Renton Technical College

By: _____
Debra Entenman, Board Chair

Frieda Takamura, Board Vice Chair

Kirby Unti, Trustee

Jessica Norouzi, Trustee

Attest: _____
Dr. Yoshiko Harden, President

Renton Technical College
Board of Trustees Meeting
September 21, 2022

AGENDA ITEM: **5. DISCUSSION/REPORTS**

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. Administration/Finance

Vice President Jackson will provide an update on the monthly operating reports for July 2022.

B. President

Dr. Yoshiko Harden will provide an initial report since assuming the RTC President role, July 1, 2022 which will include an update from the July 6-8, 2022 WACTC President Retreat at the Skamania Lodge in Stevenson, Washington.

RECOMMENDATION:

None.

RENTON TECHNICAL COLLEGE
MONTHLY OPERATIONS REPORT
FISCAL 2022-23
For the Month of July 2022

	July 2022 - Actual	Year to Date - July 2022 - Actual	Prior Year to Date - July 2021 - Actual	Variance - Increase (Decrease)
Beginning Cash Balance	19,248,178.48	19,248,178.48	9,407,669.20	9,840,509.28
Add - Revenues:				
Tuition & Fees - Funds 060 148 149 561	1,102,387.57	1,102,387.57	558,463.00	543,924.57
Grants and Contracts	(369,649.49)	(369,649.49)	(3,410.00)	(366,239.49)
Donation Received	-	-	5,000,000.00	(5,000,000.00)
Student Government	142,568.91	142,568.91	51,554.00	91,014.91
Bookstore	-	-	160.00	(160.00)
Security/Parking	-	-	16,679.00	(16,679.00)
Culinary Arts - Food Services	35,366.18	35,366.18	12,612.00	22,754.18
Housing	-	-	-	-
Interest Income	1,511.42	1,511.42	3,900.00	(2,388.58)
Rental Income - Excluding 569	15,856.86	15,856.86	27,301.00	(11,444.14)
Scholarship and Student Loan Funds Received	295,821.05	295,821.05	370,020.00	(74,198.95)
CRRSA	-	-	1,438,274.00	(1,438,274.00)
CARES Deferred FY20	-	-	-	-
Net Operating Revenues	1,223,862.50	1,223,862.50	7,475,553.00	(6,251,690.50)
Add - State Allocation	1,880,654.74	1,880,654.74	2,143,421.00	(262,766.26)
State Allocation - VPA Expenses	1,880,654.74	1,880,654.74	1,956,925.00	-
Capital Allocation Fund 057	-	-	186,496.00	-
Capital Allocation Fund 060	-	-	-	-
Total State Funding	1,880,654.74	1,880,654.74	2,143,421.00	(262,766.26)
Total Revenues	3,104,517.24	3,104,517.24	9,618,974.00	(6,514,456.76)
Less - Expenses:				
Salaries	1,899,602.01	1,899,602.01	1,816,240.00	83,362.01
Benefits	628,787.03	628,787.03	575,137.00	53,650.03
Contracts	-	-	-	-
Goods and Other Services	79,229.95	79,229.95	326,056.00	(246,826.05)
Cost of Goods Sold	(749.05)	(749.05)	4,198.00	(4,947.05)
Travel	750.17	750.17	413.00	337.17
Equipment	269.05	269.05	25,202.00	(24,932.95)
Computer Equipment	-	-	-	-
Financial Aid	739,232.48	739,232.48	1,049,875.00	(310,642.52)
Debt Service	-	-	-	-
Bad Debt	-	-	66.00	(66.00)
Total Expenses	3,347,121.64	3,347,121.64	3,797,187.00	(450,065.36)
Net Operating Surplus (Deficit)	(242,604.40)	(242,604.40)	5,821,787.00	(6,064,391.40)
Other Sources (Applications) of Cash:				
Changes in Petty Cash; Accts. Receivable & Accts. Payable; Inventory	387,631.03	387,631.03	375,158	12,473.03
Decrease/ (Increase) in Investments & Bond Amortization	2,508.12	2,508.12	2,917.00	(408.88)
Payment of Bldg, Innovation Fee, and VPA Advance to State	(35,994.32)	(35,994.32)	(40,534.00)	4,539.68
Land Purchase	-	-	-	-
Total Other Sources (Applications) of Cash	354,144.83	354,144.83	337,541.00	16,603.83
Adjustments to Cash - Posting Errors	-	-	-	-
Ending Cash Balance	19,359,718.91	19,359,718.91	15,566,997.20	3,792,721.71
Add College Reserves:				
Local Government Investment Pool (LGIP)	988,729.59	988,729.59	984,932.00	3,797.59
Investment Bonds held in trust by US Bank	2,633,281.13	2,633,281.13	2,228,700.00	404,581.13
Total Reserves	3,622,010.72	3,622,010.72	3,213,632.00	408,378.72
Total Cash and College Reserves	22,981,729.63	22,981,729.63	18,780,629.20	4,201,100.43
	Actual %	Year to Date	Prior Year to Date	Variance
Total Current State Allocation	100%	27,906,488.00	25,190,863.00	2,715,625.00
Allocation Used - Year to Date	7%	1,880,654.74	1,956,926.00	(76,271.26)
Remaining State Allocation	93%	26,025,833.26	23,233,937.00	2,791,896.26

AGENDA ITEM: 6. BOARD OF TRUSTEES

SUBJECT:

BOARD CONSIDERATION

X Information

X **ACTION**

BACKGROUND

A. Trustee Tuesday, September 13, 2022

An update from the Tuesday meeting will be shared.

B. Transforming Lives Committee Selection

The Board Chair will confirm appointments of trustees to the 2022-2023 sub-committee to review student applications and make a final recommendation to all Board members at the October 19 Board meeting. The award criteria are attached for review.

C. Board Liaison Open Positions

- 1) Primary and Secondary Legislative Action Committee (LAC) Liaisons
- 2) RTC Advisory Council Liaison
- 3) RTC Foundation Liaison

D. Trustee Recruitment

An update will be provided regarding recruitment of RTC Trustees.

E. Annual Board Meeting Schedule 2023 – Draft

A draft of the board meeting schedule for calendar year 2023 will be reviewed by trustees with final approval occurring at the October 19 board meeting. The draft meeting calendar is attached for review.

F. Board Meeting Survey

The Board Chair will provide information regarding the regular board meeting surveys, resuming with the September 21, 2022 board meeting. The next monthly survey will be sent to trustees and the president after the September board meeting. Survey results will be available for review prior to the October 19 board meeting.

RECOMMENDATION:

None.

Transforming Lives 2023 Nomination Criteria

Description

The ACT Transforming Lives Awards recognize current or former students whose lives have been transformed by attending a Washington state community or technical college. The ACT Awards Committee will select six keynote speakers from the nominations submitted by the Washington community and technical colleges.

All nominees will be invited to attend, at ACT's expense, the ACT Legislative Contact Conference (January 23, 2023), at the Olympia Hotel at Capitol Lake in Olympia), where they will be honored during the Transforming Lives Awards Dinner. Award winners will be the keynote speakers, and each recipient will receive a \$500 cash award from ACT. The students who are not selected as keynote speakers will receive a \$200 cash award from ACT.

Every nominee will have their story and picture included in an awards booklet that will be shared with legislators, the higher education community, and posted on the ACT website.

Awards Criteria

Nominations must come from the student's board of trustees, based on the following criteria:

- The nominee may be:
 - a current or former Washington community or technical college student **[within 3 years (2019-20, 2020-21, 2021-22) of completing a degree, certificate or transfer]**
 - Or a current student who is making significant progress toward completing a degree or certificate that is helping them prepare for success in their future endeavors.

- The nominee must share in written format (**maximum 600 words**) about overcoming barriers to achieve higher education goals and how the education and support received at their community or technical college was life transforming. **The following questions must be answered in order for the nomination to be eligible for consideration:**
 - ✓ **What compelled you to attend a community or technical college? And most importantly was there an individual(s) or program at the college you feel contributed to your success?**
 - ✓ **What was it about that individual(s) or program that made the difference in transforming your life? Please explain.**
 - ✓ **Were there any barriers or obstacles that originally prevented you from attending a community or technical college?**
 - **If so, please identify those barriers or obstacles and tell us what you did to overcome those barriers or obstacles?**

- ✓ **What is next for you and what are your goals for your future?**
- ✓ **If you could share one piece of advice for other students or for those who are unsure about their ability to attend a community or technical college, what would that be?**

Each college may develop its own process for soliciting and selecting nominations. One student from each college may be nominated by the local board of trustees. Multi-campus districts provide one nominee from each college in the district. **Once the board identifies its nominee, the college is encouraged to work with the nominee to edit/finalize the student statement for submittal.**

Nominations must include the completed nomination form, the student's final edited statement, a letter of support from the board of trustees outlining why the student's story was selected, and a head and shoulder photograph (300 DPI or higher) of the student. Materials must be sent electronically. The student's statement (600 word maximum) must be in a Word document.

Deadlines:

Nominations must be received by ACT by Friday, November 4, 2022

ATTN: Kim Tanaka at ktanaka@sbctc.edu

****Previous nominations submitted within the last 3 years are eligible to be resubmitted and reconsidered****

(Students previously chosen as ACT's keynote speakers are not eligible)

Awardees will be notified mid-December.

****Please note: all student stories and pictures will be published in the Transforming Lives Booklet and posted online. The booklet is widely distributed to Legislators, CTC Stakeholders and the Public. ****

2023

RTC Board of Trustees Meeting Calendar

DRAFT

APPROVAL PENDING
CODE REVISER

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	31	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

COLLEGE HOLIDAYS

Board Meeting Date	January 2, 2023	New Year's Day Observed	May 29, 2023	Memorial Day	November 10, 2023	Veterans Day
Board Planning Date	January 16, 2023	Martin Luther King Day	June 19, 2023	Juneteenth Observed	November 23-24, 2023	Thanksgiving
	February 20, 2023	President's Day	July 4, 2023	Independence Day	December 25, 2023	Christmas Day Observed
			September 5, 2023	Labor Day	January 1, 2024	New Year's Day Observed

Notes: **FY23** First Day Fall Quarter: [Sept 20, 2022](#) | ACCT Leadership Congress: [Oct 9-12, 2023](#) | ACCT NLS: [Feb. 5-8, 2023](#) | Final Day Spring Qtr: [June 22, 2023](#) |

Renton Technical College
Board of Trustees Meeting
September 21, 2022

AGENDA ITEM: 7. MEETINGS

SUBJECT:

BOARD CONSIDERATION	
X	Information
	Action

BACKGROUND:

A. The next regularly scheduled meeting of the Board of Trustees will be October 19, 2022.

RECOMMENDATION:

None.

Renton Technical College
Board of Trustees Meeting
September 21, 2022

AGENDA ITEM:

8. ADJOURNMENT

SUBJECT:

<p>BOARD CONSIDERATION</p> <p>Information</p> <p>X Action</p>

BACKGROUND:

RECOMMENDATION:

Motion required.